

Business Services Task Force

Matrix 6/5/09

Name: _____

Total % FTE for your position: _____

Duties/Tasks	% FTE per task	Auto-fill % FTE per area
Accounts Payable		0.00%
Enter vendors (obtain W-9)		
Enter vouchers/pre audit - Invoices		
Enter vouchers/pre-audit - TERs		
Enter vouchers/pre-audit - PIRs		
Entertainment Contracts		
Follow-up Disputed Transactions		
Contingent Fund Checks		
CE Refunds		
Agency Fund Management		
Athletic meal money/disburse/reconcile		
Procurement		0.00%
Order office supplies		
Assist Departments for purchasing items		
Enter PO's (check contracts, etc)		
Manage Pcards for campus		
Review biweekly report/follow-up		
Train end-users (manual)		
Allocate funding online		
Audit Pcard envelopes		
Student System/Accounts Receivables		0.00%
Post student payments		
Post miscellaneous charges to student accounts		
Post departmental receipts		
Post pay plans		
Process NSF Checks		
Post deferments		
Post holds		
Post waivers		
Close out cashier's office each week		
Take deposits to bank		
Student refunds (review/disburse)		
Invoice students (email, paper, etc)		
Process Transcript receipts/send to Madison		
Set-up special class fees		
Assist students/parents with tuition/fee questions		

Review and follow-up on A/R reports



Accounts Receivable - Non Students

0.00%

Create third-party accounts



Invoice non-students (facilities, work-study, grants, etc)

Travel

0.00%

Manage Tcards for campus

Fleet Vehicle Reservations

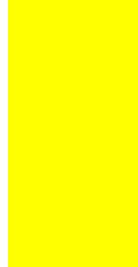
Driver approval / PARS

Maintain Fleet Anywhere

Travelport Reservations

Fill out TER's for other employees

Assist employees with travel questions



General

0.00%

Enter/submit transfers (payment/revenue)

Chargebacks - supplies/copier/fleet

Manage Petty Cash

Manage Change Funds for Depts

Reconcile CF Accounts (CC activity - CE, Bkstr, etc)

Receive/sort mail/send mail

Notification of mail/packages for other employees

Maintain office machines (copiers/fax/printers/etc)

Campus scholarship reporting for FA

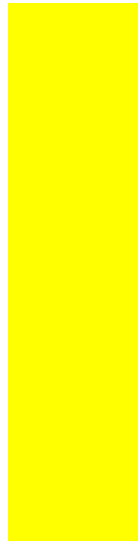
Send gift/transmittals and foundation checks to CTL

Grant support (assist campus recipients)

Phone system (add/delete lines) voicemail maintenance

Receptionist for public (phone/office)

Time spent in regular business meetings



Parking

0.00%

Manage parking programs

Permits and/or fines



Asset Management

0.00%

Fill out asset form for capital equipment

Perform physical inventory



Facility

0.00%

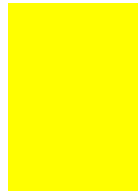
Facility rental requests/scheduling

meeting coordination/events calendar

Facility maintenance & planning

Capital planning

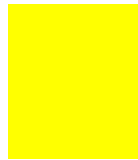
Key control



Safety and Risk Management

0.00%

Accident reports
Coop Planning
Pandemic Planning
TAG Planning



WISCARD Program (BRB only)

0.00%

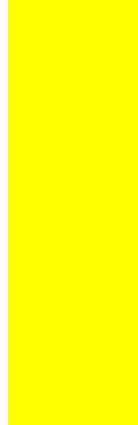
Enter amount on Madison website
Reconcile amounts with PRISM/WISDM



Payroll Related

0.00%

Fill out salary cash transfer forms
Sick leave reporting/follow-up
Review/Enter PAF's
Review/Enter student payroll
Review/Enter LTE payroll
Review/Enter classified payroll
Review/Enter unclassified payroll
Review/Enter lump sums
Enter/send contracts to employees
Assist in benefits questions
Recruitment planning



Budget

0.00%

Submit budgets (103, 128, 136)
Monitor campus budgets

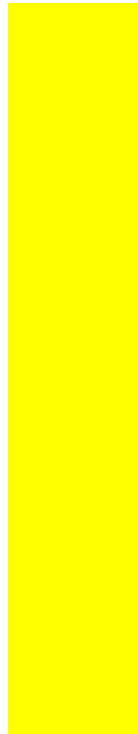


Other Duties (business or non-business service related)

0.00%

(add rows in this section if necessary)

Word processing for faculty
Photocopying for faculty and others
Others





<i>Should equal your position % FTE</i>	0.00%	0.00%
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(example: 100%, 60%, 50%)